

**OFFICE OF THE PUBLIC SERVICE COMMISSION**

*The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.*

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria, for attention Ms A West.
- CLOSING DATE** : 17 March 2017 @ 15h45
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications, ID document and a valid driver's license. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed, E-mailed and late applications will be considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The Office of the Public Service Commission (OPSC) will verify the qualifications, conduct reference checking and security clearance of the recommended candidates prior to appointment.

**OTHER POST**

- POST 09/68** : **PERSONAL ASSISTANT TO THE COMMISSIONER 2 POSTS REF NO: PA/COM/GP/02/2017**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: A Secretarial Diploma (NQF Level 5) coupled with two to three year's experience in client liaison and general administration. A National Diploma/Degree in Public Administration/Public Management or social sciences (NQF Level 6/7) degree will be an added advantage. Experience in formatting reports and layout of documents. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. Must have a valid driver's license.
- DUTIES** : Key Performance Areas: The successful candidate: Will be responsible for the smooth operation of the Commissioner's Office. He/she will serve as a Personal Assistant to the Commissioner. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports Administering office correspondence/ documents/reports. Assist in the expenditure control for the office of the Commissioner. Making travel and accommodation arrangements and processing claims thereof. Drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system. Organising meetings/workshops and taking minutes during meetings. Administering the Commissioner's diary. Acting as a receptionist for the Commissioner and the Office. Liaising with internal and external stakeholders on behalf of the Commissioner.
- ENQUIRIES** : Mr JD Kgoedi, Tel no: (012) 352 1033